

Town of Roachdale
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172
December 19, 2024 Town Council
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Thursday, December 19, 2024 7:00 p.m. at the Roachdale Community Building, 204 N Indiana Street, Roachdale, IN.

President Zach Bowers called the monthly meeting to order after recognizing that the agenda was posted pursuant to the Indiana Open Door Law and that a quorum was present.

Council Members Present: President Zach Bowers, Paul Wireman, Amanda Newcomer

Council Members Absent: None

Also Present: Clerk-Treasurer, Interim Town Marshal, Maintenance Operations Coordinator, Town Attorney

Guests Present: Bill Watts

- I. Wastewater Project Update – Scott Siple, Midwestern Engineers, gave an update on the project and stated that the Walnut Street extension was scheduled for January 2025, but the subcontractors are here now and have been working with uninterrupted service to the customers and will check to be sure all homes are connected. Scott Siple stated that the EQ basin has been completed at the wastewater treatment plant and tested, and the concrete level is not holding water. Midwestern is investigating the problem as well as an issue with steel installation at the aeration wall.

- A. Pay Applications

- Scott Siple presented pay application #23 in the amount of \$85,923 from Mitchell and Stark to be paid from SRF funds.

- Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to approve pay application #23 in the amount of \$85,923 from Mitchell and Stark from SRF funds as presented.

- Scott Siple presented pay application #24 in the amount of \$10,000 from Midwestern Engineers to be paid from SRF funds. Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to approve pay application #24 in the amount of \$10,000 from Midwestern Engineers to be paid from SRF funds.

- Change Order No. 02 Division II-

- Scott Siple presented Change Order No. 02 for Division II and explained that it is per Midwestern Engineers recommendations and estimate provided by Mitchells and Stark to install walkway beam supports at the aeration structure repair at the wastewater treatment plant.

- Scott Siple presented pictures of the steel structure that was set on the aeration wall and President Zach Bowers asked for an explanation of the issue and a solution and Scott Siple explained that this is the most economical solution. President Zach Bowers asked if there were any other needs for the money and Scott Siple stated that there could still potentially be an issue with the EQ basin.

- Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to approve Change Order No. 02 for Division II for a total amount of \$7,935 and to push the construction extension date for substantial completion to January 31, 2025.

B. Kleinpeter Consulting Group LLC Invoice Approval – Shawn Kleinpeter presented an invoice totaling \$13,500 to be paid from local match for approval.

Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to approve the invoice from Kleinpeter Consulting Group LLC in the amount of \$13,500 to be paid from local match.

II. Community Crossings Update – Scott Siple gave a tentative schedule and stated the project will be advertised January 20th and 30th, bids will be opened February 13th and will be awarded and signed on February 27th.

III. Potential Water Project - Shawn Kleinpeter gave an outline of what needed to be done to apply for funding for the project and stated that the Town already has their Preliminary Engineering Report done and needs to have an Asset Management Plan done by March 31st. A discussion was held on where filtration would be placed and on the cost of the project. Shawn Kleinpeter stated that Kleinpeter Consulting Group would not have any upfront costs and those costs would be covered at closing. President Zach Bowers asked Scott Siple to present costs at the January meeting for Midwestern Engineers for the AMP design. Shawn Kleinpeter stated that the first item they will work on will be the rate study.

Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to approve a contract with Kleinpeter Financial Group, LLC for Municipal Advising for Drinking Water Utility.

IV. Approval of Minutes

A. November 25, 2024 Regular Meeting Minutes

B. December 19, 2024 Memorandum of Executive Session

President Zach Bowers presented the November 25, 2024 Regular Meeting Minutes and the December 19, 2024 Memorandum of Executive Session for approval.

Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, to approve the minutes as presented.

V. Approval of Claims 11/26/2024 – 12/19/2024. President Zach Bowers presented claims for 11/26/2024 -12/19/2024 for approval.

Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, to approve claims 11/26/2024 – 12/19/2024 as presented.

Approval of Payroll – 11/26/2024 – 12/19/2024. President Zach Bowers presented payroll for 11/26/2024 – 12/19/2024 for approval.

Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, to approve payroll 11/26/2024 – 12/19/2024 as presented.

VI. November 2024 Bank Reconciliation – President Zach Bowers presented the November 2024 Bank Reconciliation for approval as prepared by Suzy Bass, Local Government Services, as part of our internal control.

Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, to approve the November 2024 Bank Reconciliation as presented.

VII. Public Comment Time – Public comment time was provided, however, no comments were made.

VIII. Old Business

- A. K9 Ownership – President Zach Bowers stated that the K9 program was approved at the November 25, 2024 Town Council Meeting by nothing was stated on who owns the dog. Town Attorney Dave Peebles stated in the eyes of the law, the Town owns the dog so all vet bills, food and equipment are our responsibility. President Zach Bowers asked if it is cleaner for the Town to own the dog.

Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, for Town Attorney Peebles to prepare an agreement for the Town to accept ownership of Teeko from Bryson Tash for no consideration and authorizing President Zach Bowers to sign ownership paperwork.

- B. K9 Policy- President Zach Bowers recommended that the new marshal look at the K9 policy at the beginning of the year. President Zach Bowers read recommended changes to the policy and will retype and send those to everyone prior to the January meeting. Interim Marshal Tash stated that he looked over the recommended changes proposed by President Zach Bowers and did not have any concerns with what was presented.

After some discussion, Town Attorney Peebles mentioned that the Town should consider appointing Interim Marshal Tash as the official K9 Handler for the Roachdale Police Department.

Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to appoint Bryson Tash as K9 Handler for the Roachdale Police Department effective immediately.

- C. Surplus Items – President Zach Bowers stated that has everything setup to be able to list everything on MuniBid, he has read their requirements, it is free for the Town and there are fees for the bidder. There are no items currently listed. President Zach Bowers asked if the other Council members wanted to put a reserve on it and it was agreed that a reserve should be put on but no amounts were approved. President Zach Bowers asked if the Council wanted to approve the bids or just sell the items and be done and Paul Wireman and Amanda Newcomer stated to just get it done. President Zach Bowers stated he would get the items listed.

IX. New Business

- A. 2025 Salary Ordinance – President Zach Bowers moved to table the 2025 Salary Ordinance, second by Paul Wireman, vote unanimous. President Zach Bowers and Debbie stated that they have been discussing moving payroll to biweekly and doing direct deposit for employees.
- B. K9 FLSA Pay – President Zach Bowers stated that the K9 FLSA Pay is 3.5 hours per week for time that is spent with Teeko outside of normal working hours, to take care of feeding, etc. and can be worked into Bryson’s schedule. President Zach Bowers stated that the Council wants the 3.5 hours to be rounded up to four to make it easier for payroll purposes and those hours should be included in Bryson’s 40 hour work week without creating OT (work 36 hours, 4 hours K9 time). President Zach Bowers stated that he will need to work with the new marshal as to how he will want to work those hours into his weekly schedule. Amanda Newcomer stated there could be exceptions but shouldn’t happen on a regular basis. Paul Wireman stated Bryson would need to adjust his schedule to include the 4 hours. Amanda Newcomer asked if there are any instances where reports can be completed the next day.
- C. Resolution 4-2024 0 A Resolution Authorizing Transfer of Appropriations – President Zach Bowers read Resolution 4-2024 and Debbie explained the Resolution and explained that it is done every December.

Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, to approve Resolution 4-2024 as read and presented.

- D. Annual Certification of Elected Official to the Executive of the Town of Roachdale on Compliance With the Town of Roachdale Nepotism Policy Involving Direct Line Supervision – Debbie read and presented her Annual Certification of Election Official on Compliance with the Town of Roachdale Nepotism Policy Involving Direct Line Supervision.
- E. Plan Commission Appointment – Town Attorney Peebles stated that he had received information from Plan Director Liza Ziener stating Brent Wireman is no longer able to serve on the Plan Commission and the Town needs to appoint a representative to meet with the Town of Russellville’s representative for the two of them to meet to choose one of the two to be appointed to the Putnam County Plan Commission to represent both towns.

Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, to choose Zach Bowers as the Town’s representative to meet with the Town of Russellville’s representative for the two of them to meet to choose of the two to be appointed to the Putnam County Plan Commission to represent both towns.

X. Property Cleanups

Motion by President Zach Bowers to remove the lawsuit against AKG, second by Amanda Newcomer, Paul Wireman abstain, motion passed.

Town Attorney Peebles gave an update on the Kristin Stein property, the Grace and Chrles Ring property, the Sanford Horn property, the John Long property, the 3B2G property and stated the County will serve Robert Williams for his property.

XI. Interim Town Marshal Report

Interim Marshal Tash presented the monthly report. Interim Marshal Tash reported that he has completed and updated inventory.

Interim Marshal Tash stated that his Tahoe is being outfitted and should be done tomorrow or next week.

Interim Marshal Tash stated that Detailed Dreams have stated that they will undercut other quotes that he receives for graphics for the vehicles and he currently has only received one quote.

President Zach Bowers asked when the Reserve Officers are working and Interim Marshal Tash stated Anthony Taylor works Sundays and Hunter Swindle has been working an 8 hour day shift during the week when he does work.

Interim Marshal Tash stated that he had enrolled in a program to receive a free vest and drugs for training for Teeko. President Zach Bowers asked to have Teeko’s information included in the Town Marshal’s report.

Interim Marshal Tash presented a quote for a 2024 Chevy Tahoe Police Pursuit from Kelley Chevrolet in Fort Wayne in the amount of \$34,365 and stated the quote is good for 30 days.

Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to approve the quote from Kelly Chevrolet in Fort Wayne in the amount of \$34,365. Debbie requested that the car be purchased after January 1st.

Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to declare ROPD1 surplus, minus radar, printer and radio for trade in.

President Zach Bowers stated that he wanted to be sure that the surplus body cams that were discussed at the last meeting would be used by the Bainbridge Police Department if they were donated to them. Interim Marshal Tash stated that he will check with them and report back at the January meeting.

X. Maintenance Operations Coordinator Report

Maintenance Operations Coordinator Ketchem reported that the new boom lift has been delivered and has already been used a lot. It did arrive with an issue; the battery was dead and was replaced. Debbie stated that the Christmas decorations looked really good this year and Mark and Chris did a good job.

Maintenance Operations Coordinator Ketchem reported that the new backhoe has been used, and President Zach Bowers stated that it is the only backhoe that should be used now. Maintenance Operations Coordinator Ketchem reported that there was a small plumbing issue at the Community Building and it has been fixed, There has also been a heating issue in the large room in the Community Building and he has been working with Trane and Muse Heating and Air and will be meeting with them on Monday.

President Zach Bowers asked if we have the new signs and Maintenance Operations Coordinator Ketchem stated they are ready to be installed.

XI. Clerk-Treasurer Items

Debbie presented adjustments totaling \$373.27.

Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to approve the adjustments totaling \$373.27 as presented.

Debbie stated that she will be moving the Town Office to the Community Building after February. Debbie stated that she would like the Council to consider closing the road downtown next year for the Christmas parade during Christmas in Roachdale.

XII. Items from Town Council Members

Amanda Newcomer – No items.

Paul Wireman – No items.


President Zach Bowers – 2025 Meeting Dates. Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to keep the meeting dates as the third Thursday of the month at 7:00 p.m. at the Community Building.

President Zach Bowers stated that he would like to thank the Putnam County Commissioner for donating \$5,000 from their ARP Funds to the Roachdale Community Center.

President Zach Bowers stated that the Town had a Facebook page that had not been used and he would like to have a Facebook page that would be set up as a Community Bulletin Board and the other Council members agreed. President Zach Bowers asked Town Attorney Peebles if we could turn off comments and he stated that we either have to allow all comments and not censor them or not any comments. It was agreed that the page would be simply used for notifications and there would not be any comments allowed on this page.

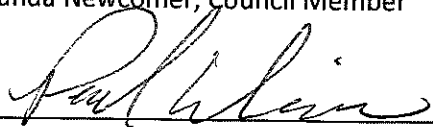
Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to adjourn the meeting at 9:59 p.m.

TOWN COUNCIL:




J Zachary Bowers, Council President

Amanda Newcomer, Council Member



Paul Wireman, Council Member

Attest



Debbie Sillery, Clerk/Treasurer